



## **HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE**

**Job Title:** (2) Structure Fire Fighter  
**Department:** Peach Springs Volunteer Fire Dept.  
**Class:** Full-Time/Covered-Non-Exempt  
**Salary:** D.O.Q  
**Opening:** September 8, 2011  
**Closing:** September 21, 2011

### **SUMMARY OF JOB DUTIES:**

The employee is responsible for work performed in combating, extinguishing, and preventing fires and protection of life and property through fire fighting activities. Duties also include other support services under close supervision of Shift Captain. Must use independent judgment according to the situation and sometimes different courses of action must be considered to complete the task. A large part of duty time is taken up in inspections, performing supervised training and maintaining equipment, quarters & grounds.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Responds to Fire alarms, connects hoses, holds nozzle and directs water streams.
- Forces entry of premises for fire fighting, rescue and salvage operations uses chemical fire extinguishers, bars, hooks, lines, and other equipment.
- Removes persons from danger, administers first aid to injured persons.
- Positions and climbs ladders to gain access to upper levels of building.
- Performs salvage operations such as throwing covers, sweeping water and removing debris.
- Carries charged hose line into structure for fire extinguishment.
- Physically able to wear complete set of protective clothing and self-contained breathing apparatus.
- Participates in fire drills and attends training classes in fire fighting, first-aid, and related subjects.
- Performance of hazardous tasks under emergency conditions, which may involve extreme exertion under such handicaps as smoke and cramped surroundings.
- Performs extreme strenuous and physical labor for extended periods under some unfavorable conditions.
- Performs duties requiring bending, crouching, stooping, climbing, and crawling in buildings or close quarters that may be filled with smoke.
- Will be subject to call back, in emergency situations during unscheduled work times.
- Performs other related duties as assigned.

### **OTHER DUTIES & RESPONSIBILITIES:**

- Provide coverage in absence of other personnel.

- Performs general maintenance work in the up-keep of fire department property, cleans and washes walls and floors, make minor repairs, washes and dries hoses, mows yard, washes windows, paints and otherwise maintains quarters.
- May operate departmental radio communications on assignments, receives alarms, and notifies appropriate personnel, summons on-call personnel.
- Participates in flow testing fire hydrants, which involves taking caps off hydrant and opening up hydrant and checking water flow.
- Performs Fire Inspections.
- Drive fire truck when needed.

### **SKILLS & ABILITIES:**

- Knowledge of Fire Prevention and Standard operating Guidelines and employee handbook regulations as applied to fire fighting and prevention.
- Knowledge of geographic area of Peach Springs.
- Knowledge of fire fighting equipment and its intended uses
- Ability to react quickly and calmly in an emergency situation to determine the proper course of action.
- Ability to learn to operate a variety of fire fighting equipment.
- Ability to learn to operate a fire truck safely.
- Ability to work under extreme weather conditions and dangerous heights.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to wear heavy protective clothing for extended periods of time.
- Ability to operate power equipment.
- Ability to learn to perform tasks utilizing various types of office equipment.

### **EQUIPMENT OPERATED:**

- The employee will operate fire fighting to include: nozzles, hoses, self-contained breathing apparatus, power saws and generators. The employee will also operate a computer, telephone, copier and various other types of office equipment.

### **WORKING CONDITIONS:**

- All fire fighting and emergency operations must be performed during all kind of weather conditions and exposure hazards.
- The employee is exposed to extreme heat, cold, smoke, hazardous chemicals and falling materials.
- General physical and working conditions are such that minor cuts, abrasions, bruises or burns may occur with various tasks.
- Mandatory overtime is sometimes required and working hours are evenings, weekends, and holidays.
- Will be required to enter cramped & or confined spaces.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Ability to meet the Physical demands of duties in accordance with the NFPA Standard 1582.
- Adherence to the knowledge, health and physical fitness standards established by the Fire Department.

- Maintain and promote effective working relationships with and between co-workers.
- Ability to pass a background and /or criminal history check.
- Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.
- Must be Certified in Firefighter I & II and First Responder or 3 years Structure Fire Experience.
- Current First Aid & CPR cards.
- Must have a valid driver's license and be eligible for the tribe's insurance.

**HOW TO APPLY:**

Submit a completed Employment Application to: Human Resources Department, PO BOX 179, Peach Springs, AZ 86434, Fax: 928.769.1191, or call 928.769.2215/2216 for more information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A résumé' will not be accepted in lieu of a completed employment application.

**All applications and supporting documentation submitted becomes the property of the Human Resources Department please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and Public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**